

Canvas Extend – External Cross-list Tool

Use the Canvas Extend external cross-listing tool to merge sections in Canvas when you *are assigned* as the instructor for each course in the merge. **Courses must be unpublished in order to cross-list. Please upload syllabi to your course sections prior to merging.**

For support, please submit a [Service Now](#) Incident listing Canvas as the affected service.

Instructor Steps

1. Access Canvas
2. Enter one of your courses
3. Click the **Canvas Extend** link on the Course Menu

Collaborations

Canvas Extend

Settings

4. Click the **Open in New Tab** button

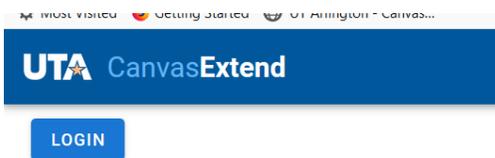
To visit the URL, click the button below.

Open in New Tab

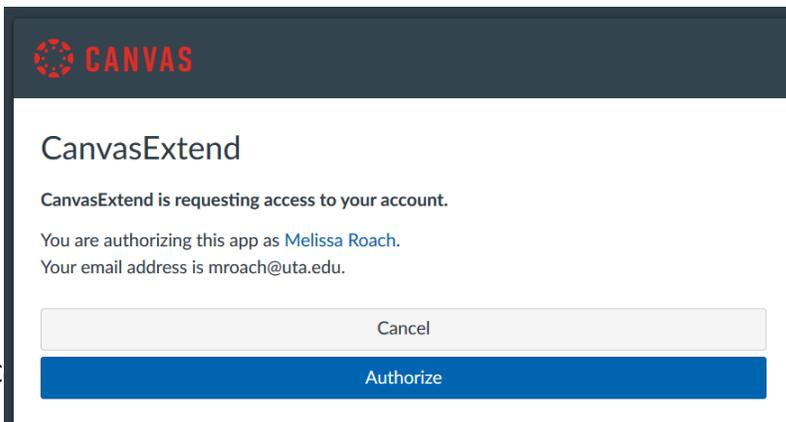
5. **If issues are encountered, you may access Canvas Extend directly on the web at:**

<https://webapp.uta.edu/canvas-extend/>

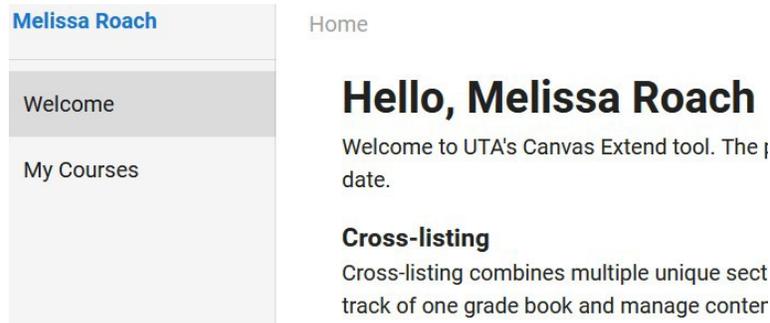
6. Click **Login**



7. Click **Authorize**



8. You will be logged in to *Canvas Extend*



The screenshot shows the user interface for Melissa Roach. On the left is a navigation menu with 'Melissa Roach' at the top, followed by 'Welcome' and 'My Courses'. The main content area shows 'Home' at the top right, a large 'Hello, Melissa Roach' greeting, a welcome message, and a 'Cross-listing' section with a brief description.

9. Click **My Courses**

10. Choose a semester if needed (i.e. 2021 Spring)

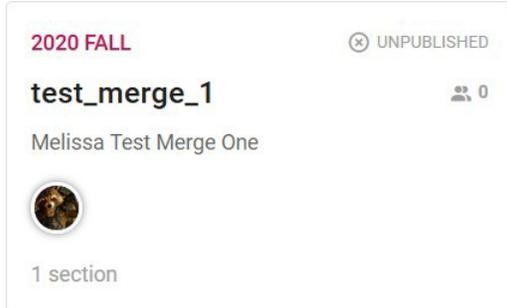
11. *If you have a large number of courses listed, use the search feature to narrow the list*

Home / My Courses

My Courses

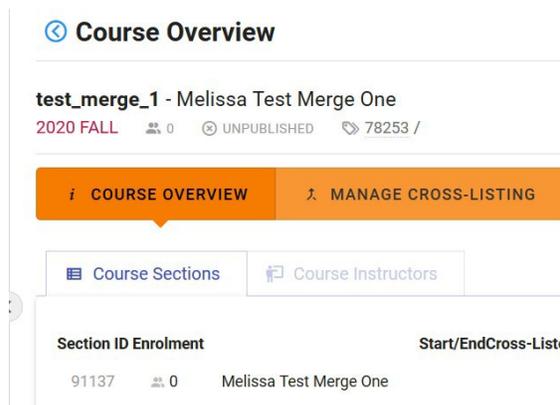
Search for a course...
example: ECON 1400 001

12. Click the tile of the course you want to use as the **Parent** course of the merge



The screenshot shows a course tile for 'test_merge_1' in the 2020 FALL semester. It is marked as 'UNPUBLISHED' and has 0 instructors. The course name is 'Melissa Test Merge One' and it has 1 section.

13. **Course overview** is selected by default



The screenshot shows the 'Course Overview' page for 'test_merge_1 - Melissa Test Merge One' in the 2020 FALL semester. It is marked as 'UNPUBLISHED' and has 78253 / 0 students. The page has two main tabs: 'COURSE OVERVIEW' (selected) and 'MANAGE CROSS-LISTING'. Below these are sub-tabs for 'Course Sections' and 'Course Instructors'. A table shows the section ID, enrolment, and course name.

Section ID	Enrolment	Start/End	Cross-List
91137	0		Melissa Test Merge One

14. Click **Manage Cross-Listing** to merge/ un-merge courses
15. Click **Add Cross-Listing** to merge courses into the selected *Parent* course

Home / My Courses / Course Overview

← **Course Overview: Manage Cross-Listing**

test_merge_1 - Melissa Test Merge One
2020 FALL 0 UNPUBLISHED 78253 /

COURSE OVERVIEW **MANAGE CROSS-LISTING**

Manage Cross-Listing

+ Add Cross-Listing (3 available)
Move other courses, sections and enrollments into this course.

- Remove Cross-Listing (0 available)
Remove previously cross-listed sections from this course, restoring

16. A pop-up appears with details about the cross-listing process
17. Click **OK**

 **Cross-Listing**

Cross-listing combines multiple unique sections, merging them into one course site. Cross-listing makes it easy for you to communicate with your students, keep track of one grade book and manage content and assessments in one course.

- Cross-listings take place immediately.
- One course will be designated as the primary course and all other courses and their respective sections will be moved into it.
- You may begin developing your course material in the primary course before you cross-list.
- Cross-listing should be done while courses are **unpublished**.

OK

18. Check the box(es) next to each course you wish to cross-list
19. When finished, click the **Add Cross-Listing** button

⏪ **Course Overview: Manage Cross-Listing**

test_merge_1 - Melissa Test Merge One
2020 FALL 0 UNPUBLISHED 78253 /

COURSE OVERVIEW | **MANAGE CROSS-LISTING**

Add Cross-Listing ?

⊕ Courses selected below and their respective sections will be cross-listed with
Melissa Test Merge One, test_merge_1 (2020 Fall)

- roach_training - Melissa Roach Training Course 2 sections
- test_merge_three - Melissa Test Merge Three 1 section
- test_merge_two - Melissa Test Merge Two 1 section

CANCEL

ADD CROSS-LISTING (2)

20. Click **OK** to confirm

You may also remove courses from a merge by doing the following:

21. To remove a course from a merge, click **Manage Cross-listing**
22. Click **Remove Cross-listing**

⏪ **Course Overview: Manage Cross-Listing**

test_merge_1 - Melissa Test Merge One
2020 FALL 0 UNPUBLISHED **CROSS-LISTED** 78253 /

COURSE OVERVIEW | **MANAGE CROSS-LISTING**

Manage Cross-Listing

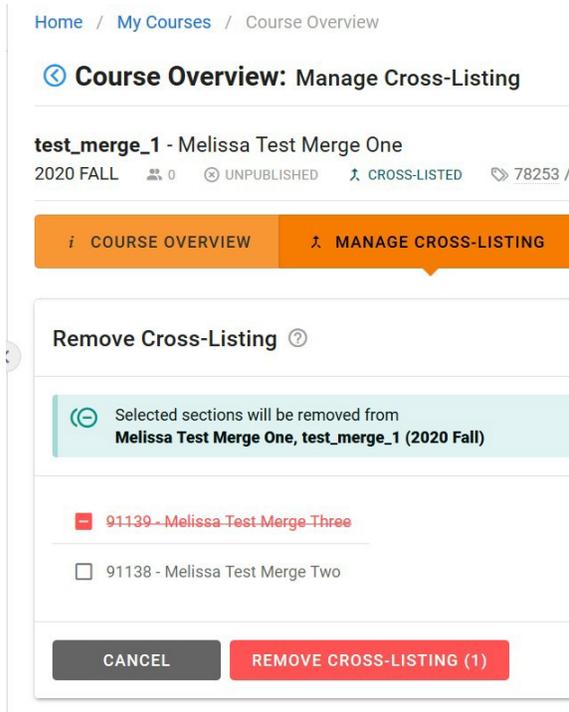
⊕ **Add Cross-Listing** (1 available)

Move other courses, sections and enrollments into this course.

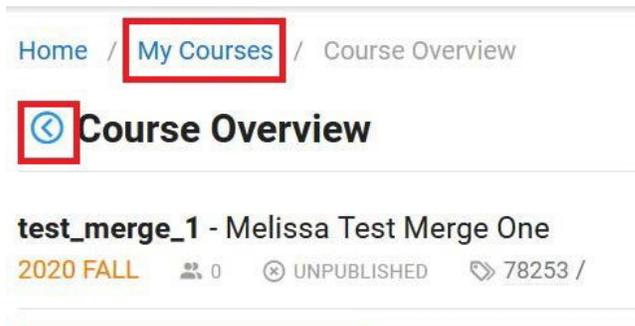
⊖ **Remove Cross-Listing** (2 available)

Remove previously cross-listed sections from this course, restoring

23. Check the box(es) next to the courses you wish to remove from the merge
24. Click the **Remove Cross-Listing** button



25. Click **OK** to confirm
26. To cross-list additional courses, click the back-arrow icon or My Courses to return to your list



27. Repeat the process for each set of cross-lists
28. Click **LOGOUT** when finished

